St. Theodore Guerin High School
15300 Gray Road
Noblesville, Indiana 46062

Telephone 317-582-0120
Fax 317-219-0582
guerincatholic.org

EMPLOYMENT OPPORTUNITY

Part-Time Front Office Support Staff

St. Theodore Guerin High School in Noblesville is searching for a Receptionist for the front office. This is a part-time position and works on a school schedule, two to four days a week.

Essential Duties and Responsibilities

- Greet, assist, and direct visitors and community members as they enter the building.
- Answer the phone and be a polite voice to the person calling.
- Sort and distribute mail.
- Enforce policies and procedures for visitors to maintain a safe environment.
- Assist the attendance officer in monitoring students as they come and go from school.
- Provide secretarial support to those in the front office, primarily the principal, assistant principals, and assistant to the principal.
- Coordinate afternoon announcements to the school.

Qualifications

- Applicants should be comfortable working in a Catholic environment and must have respect for the teachings of the Catholic Church.
- Applicants should be pleasant, polite, and welcoming to visitors.
- Applicants should have a good work ethic, be self-motivated, and have attention to detail.
- Applicants must have a professional demeanor and be able to maintain confidentiality.
- Applicants should have good communication skills and be a quick learner with technology. Proficiency in Google Apps is a plus.
- Applicants should be committed to contributing to the life of the school.

Contact Information

Applicants may submit a cover letter and resume to apply@guerincatholic.org. Application deadline is Friday, November 7th.

St. Theodore Guerin High School is an Equal Opportunity Employer